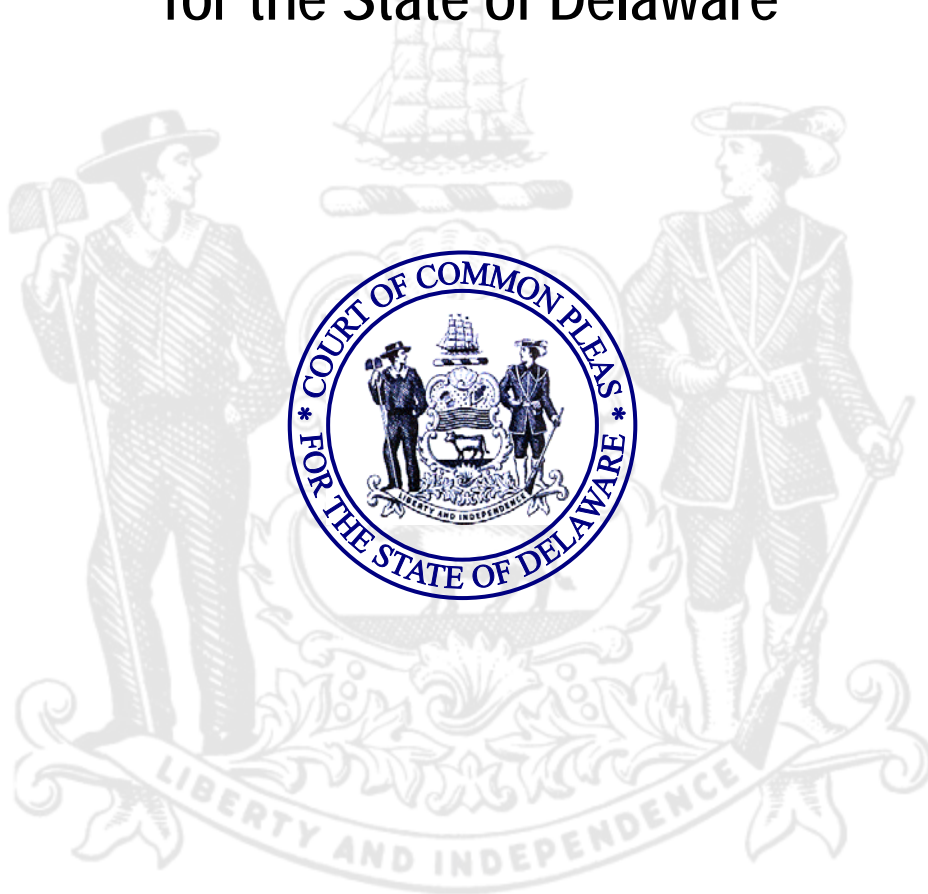


# COURT OF COMMON PLEAS

for the State of Delaware



*JUSTICE OF THE PEACE COURT CIVIL APPEALS*  
*DEFENDANT BELOW INSTRUCTIONS*

<http://courts.state.de.us/commonpleas/>

**JUSTICE OF THE PEACE COURT APPEALS OF CIVIL CASES TO THE**  
**COURT OF COMMON PLEAS**

**General Instructions**

**Defendant's Instructions**

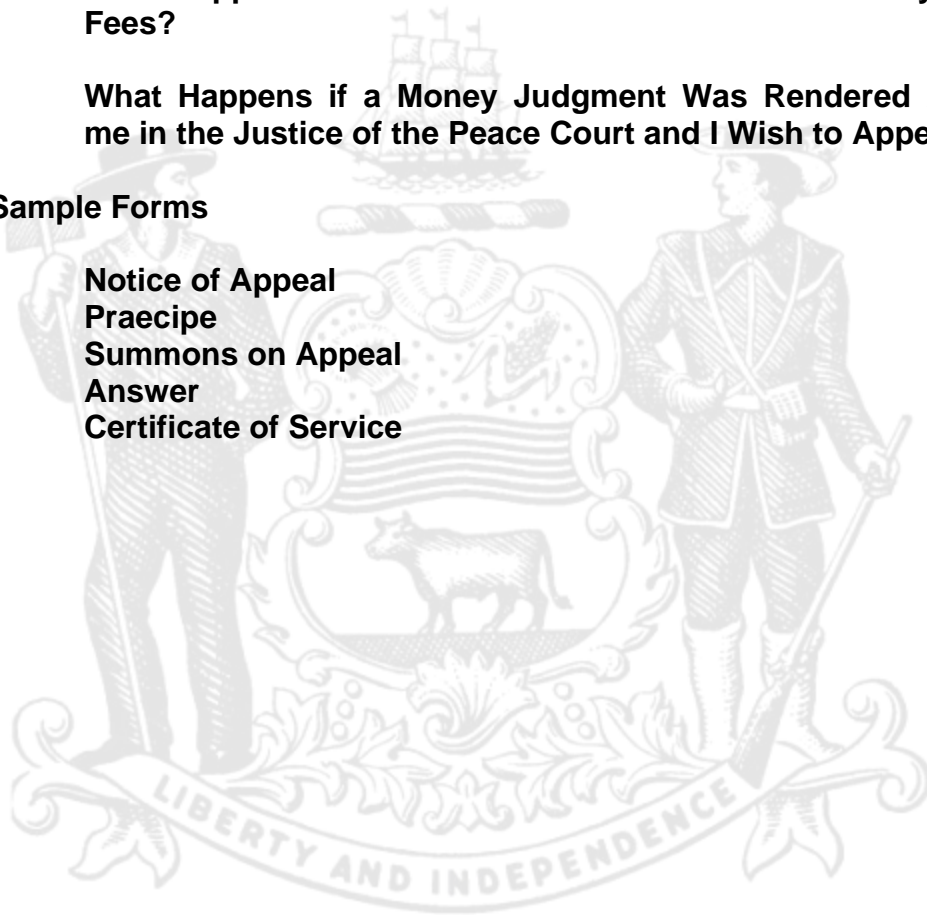
**What is a Pre-trial Conference?**

**What Happens if I Fail to File These Documents and Pay All Fees?**

**What Happens if a Money Judgment Was Rendered Against me in the Justice of the Peace Court and I Wish to Appeal?**

**Sample Forms**

**Notice of Appeal  
Praecipe  
Summons on Appeal  
Answer  
Certificate of Service**



## **GENERAL INSTRUCTIONS**

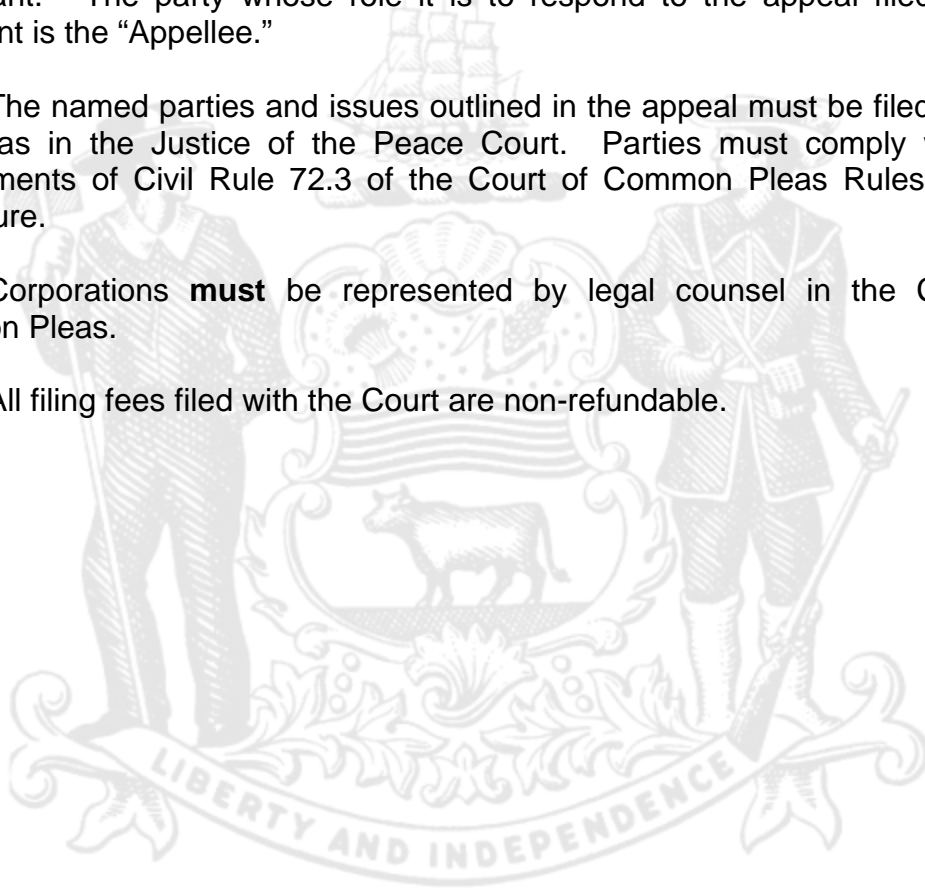
All decisions from the Justice of the Peace Court civil matters, **except landlord/tenant possession cases**, may be appealed to the Court of Common Pleas in the county in which the Justice of the Peace Court is located. The landlord/tenant cases **MUST** be appealed to a three judge panel of Justices of the Peace. Appeals to this Court are “de novo,” meaning that the case starts over in the Court of Common Pleas. (Court of Common Pleas Civil Rule 72.3(a))

The party who is appealing the Justice of the Peace Court decision is the “Appellant.” The party whose role it is to respond to the appeal filed by the Appellant is the “Appellee.”

The named parties and issues outlined in the appeal must be filed exactly as it was in the Justice of the Peace Court. Parties must comply with the requirements of Civil Rule 72.3 of the Court of Common Pleas Rules of Civil Procedure.

Corporations **must** be represented by legal counsel in the Court of Common Pleas.

All filing fees filed with the Court are non-refundable.



## **APPEALS FROM JUSTICE OF THE PEACE COURT CIVIL CASES**

### **DEFENDANT'S INSTRUCTIONS**

**To appeal a decision from a Justice of Peace Court civil matter, the Defendant Below must file within fifteen (15) days the following:**

- A Notice of Appeal. This must be filed within fifteen (15) days after the date of the decision in the Justice of the Peace Court. The notice has to be filed in the Clerk's Office of the Court of Common Pleas and must include an original and one copy.
- An original Praecipe and one (1) copy. A Praecipe is a document which tells the Sheriff where to serve the parties.
- An original Summons on Appeal and one (1) copy for each party to be served. The Summons on Appeal is the document that the Sheriff will serve with the pleadings.

**At the same time, or within ten (10) additional days, the Defendant must:**

- Pay a non-refundable \$128.00 filing fee (including the Court Security Assessment.) All checks must be made payable to the "Court of Common Pleas."
- Pay a separate non-refundable check made payable to "Sheriff." Sheriff costs are as follows:

New Castle County – If you are serving more than one person, the costs are \$30.00 for the first address and \$30.00 for each additional address. If each person being served /lives at a different address, the cost is \$30.00 per person. If the Complaint must be served in another county, there is an additional fee of \$5.00.

Kent and Sussex Counties – If you are serving more than one person, the costs are \$30.00 for the first address and \$30.00 for each additional address. There is a \$5.00 fee for each additional person served at the same address.

- File an original certified copy of the transcript from the Justice of the Peace Court and a copy for each party to be served. This

may be obtained from the Justice of the Peace Court in which your case was originally heard.

After all the pleadings mentioned above have been served on the Plaintiff Below, he or she will have twenty (20) days in which to file the Complaint with the Court and serve a copy on you. Pleadings are written statements in which a party to a lawsuit sets forth or responds to claims, allegations, denials and defenses. When you receive the Complaint, you will have twenty (20) days in which to file an Answer to it. If the Plaintiff Below fails to file a Complaint, see the "Filing a Civil Motion" available in the Clerk's Office and also on the Court's web site. You must file your Answer with the Clerk's Office of the Court of Common Pleas. Your Answer must include notice to the Court that you have served a copy on the Plaintiff (See attached sample Certificate of Service.)

Once the Complaint and Answer are both filed, you will be notified by the Court of a date of a pre-trial conference with a judicial officer and the other party.

### **WHAT IS A PRE-TRIAL CONFERENCE?**

If the Defendant(s) answers the Complaint, the case *may* be scheduled for a pre-trial conference. At the conference, the parties will meet with a judicial officer in an attempt to narrow the issues, determine the number of witnesses to be called, the length of the trial, and to discuss the possibility of settlement.

If a pre-trial conference is scheduled, you will receive notice of the date by mail along with a Civil Case Management Order, which **must** be completed by the parties and returned to the Court five (5) days before the scheduled conference. A completed copy of the Civil Case Management Order **must** also be mailed or hand-delivered to the opposing party or to the attorney representing the party.

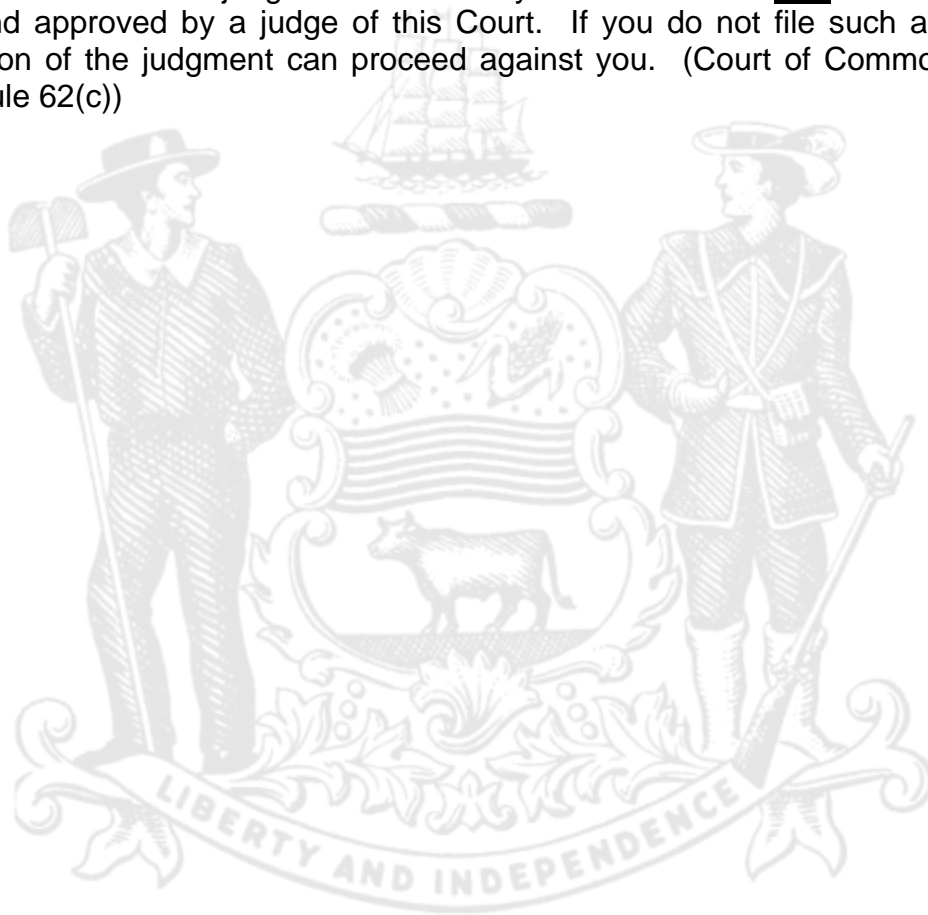
### **WHAT HAPPENS IF I FAIL TO FILE THESE DOCUMENTS AND PAY ALL FEES?**

Your appeal cannot proceed until you have complied with all instructions. If you fail to file any of the required documents or submit the appropriate fees, your appeal will be dismissed by the Court.

All filing fees are non-refundable.

**WHAT HAPPENS IF A MONEY JUDGMENT WAS RENDERED AGAINST ME  
IN THE JUSTICE OF THE PEACE COURT AND I WISH TO APPEAL?**

If a money judgment was rendered against you in the Justice of the Peace Court and you want to stop execution on the judgment, you must file a motion with the Clerk's Office of the Court of Common Pleas requesting a stay of the J.P. Court judgment. The motion **must** be accompanied by a surety or cash deposit sufficient to cover the amount of the J.P. Court judgment, plus interest and court costs. The judgment will be stayed if the motion **and** the surety are filed and approved by a judge of this Court. If you do not file such a motion, execution of the judgment can proceed against you. (Court of Common Pleas Civil Rule 62(c))



## **SAMPLE FORMS**

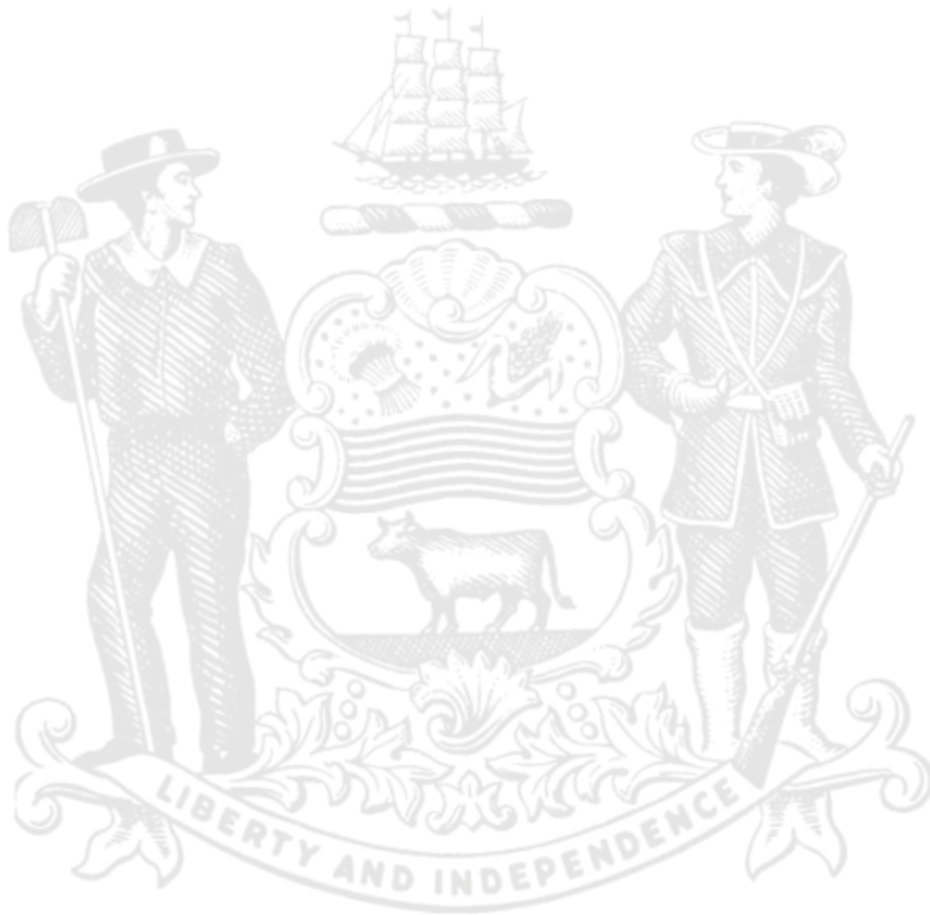
Notice of Appeal

Praecipe

Summons on Appeal

Answer

Certificate of Service





IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE

IN AND FOR (*Kent, New Castle, Sussex*) COUNTY

Civil Action No: \_\_\_\_\_  
(This number is to be assigned by  
the clerk)

## NOTICE OF APPEAL

**COMES NOW,** \_\_\_\_\_, and  
hereby gives notice pursuant to 10 Del.C. § 9571, of an appeal of the decision of  
Justice of the Peace Court No. \_\_\_\_\_, by The Honorable \_\_\_\_\_  
\_\_\_\_\_, Civil Action No. \_\_\_\_\_,  
dated: \_\_\_\_\_.

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Address : \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_

Date: \_\_\_\_\_



[illegible]

Date:

**Sample Summons on Appeal of a Justice of the Peace Court Civil Case.** This is the first pleading to be used by the **Defendant** in the Justice of the Peace Court (now the Appellant in the Court of Common Pleas)

**IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE**

**IN AND FOR (Kent, New Castle, Sussex) COUNTY**

DEFENDANT(S) BELOW,  
APPELLANT(S),

v.

PLAINTIFF(S) BELOW,  
APPELLEE(S),

**SUMMONS ON APPEAL**

TO THE STATE OF DELAWARE,

TO THE SHERIFF OF *(Kent, New Castle, Sussex)* COUNTY:

YOU ARE COMMANDED:

To summon the above-named Appellee so that, within twenty (20) days after service upon Appellee, exclusive of the day of service, Appellee shall serve a copy of the **Complaint** upon Appellant whose address is: \_\_\_\_\_

TO THE ABOVE-NAMED APPELLEE:

The original of your Complaint must be filed with the Clerk's Office of the Court of Common Pleas, *(address of the Court **MUST** be inserted here)*

If you fail to serve a copy of your Complaint on Appellant named above within twenty (20) days after service upon you, exclusive of the day of service, the judgment may be dismissed by the Court.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of Court

Below is an Example of what a completed **Answer** may look like. Do not copy it exactly because there are things included such as names of parties, case number and the claims themselves that will be different for your case.

---

**IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE**

**IN AND FOR (Kent, New Castle, Sussex) COUNTY**

JOHN DOE,

Defendant(s) Below,  
Appellant(s),

v.

MARY ROE,

Plaintiff(s) Below,  
Appellee(s).

Civil Action No. 1999-01-123

**ANSWER OF DEFENDANT**

1. Admitted.
2. Admitted.
3. Denied.
4. Do not know.
5. Denied.
6. No Answer Required.

---

JANE SMITH (Defendant)  
1236 Main Street  
Anytown, Delaware  
(302) 961-1515

Date: \_\_\_\_\_

**IN THE COURT OF COMMON PLEAS FOR THE STATE OF DELAWARE**  
**IN AND FOR (Kent, New Castle, Sussex) COUNTY**

	)	
	)	
Defendant(s) Below,	)	
Appellant(s),	)	
	)	
vs.	)	C.A. No. _____
	)	
	)	
Plaintiff(s) Below,	)	
Appellee(s).	)	

**CERTIFICATE OF SERVICE**

I, \_\_\_\_\_ do hereby certify that **two** copies of the attached \_\_\_\_\_  
(your name) (name of form)

were (hand delivered/ mailed) to \_\_\_\_\_  
(name/address of the person/firm the motion was mailed or hand-delivered)

on \_\_\_\_\_.  
(date)

\_\_\_\_\_  
(Notary signature and seal)\*\*

\_\_\_\_\_  
Your Printed Name

\_\_\_\_\_  
Your Signature

\_\_\_\_\_  
Your Address

\_\_\_\_\_  
(Your Daytime Phone Number)

Dated: \_\_\_\_\_

\*\* Individuals must sign the Certificate of Service in front of a Notary Public and have the Certificate notarized. Notaries may be listed in the telephone book; certain officers of banks are Notaries and will witness your signature at no charge, and many companies have someone in their business offices who is a Notary.

\* All pleadings **must** have a Certificate of Service executed and attached before being accepted by the Court.

## **Court Locations and Hours:**

### **New Castle County Courthouse**

500 N. King Street, Suite 1610

Wilmington, DE 19801-3704

*Telephone (302) 255-0942*

Hours of Operation:

8:30 a.m. to 4:30 p.m.

### **Kent County Courthouse**

38 The Green, Suite 6

Dover, DE 19901

*Telephone (302) 739-4618*

*Civil & Name Change Petitions – Press 4*

Hours of Operation:

8:00 a.m. to 4:30 p.m.

### **Sussex County Courthouse**

Race & Market Streets

1 The Circle, Suite 1

Georgetown, DE 19947

*Telephone (302) 856-5333*

Failure to pay Capias (Warrant)

*Telephone (302) 856-5737*

Hours of Operation:

8:30 a.m. to 4:30 p.m.



